

Summary of Section Changes to Auxiliary Policies
Auxiliary Manual, COMDTINST M16790.1G
09 September 2013

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Various acronym changes

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 1**

Global replacements throughout the manual...

Replace “...EMPLID...” with “...member ID number...”
(23 replacements)

Replace “...employee ID number...” with “...member ID number...”
(2 replacements)

Replace “...employee identification number...” with “...member identification number...”
(5 replacements)

Replace “...Auxiliary Chef...” with “...Auxiliary Food Service...”
(approx 3 replacements)

Replace “...AUXCHEF...” with “...AUXFS...”
(approx 13 replacements)

Replace “...e-mail...” with “...email...”
(approx 58 replacements)

09 Sep 13

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 2**

2.B.2. Auxiliary Chef (AUXCHEF) (page 2-5) – Re-title as follows...

Auxiliary Food Service (AUXFS)

2.B.13.c.(2)(k) Participation (page 2-8) – Replace with the following text...

Provision of remote-controlled “Coastie[®].”

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 3**

3.A. Introduction (page 3-3) – Replace with the following text...

The Auxiliary is an organization of uniformed volunteers. Pursuant to provisions of this chapter, membership is open to authorized individuals who are 17 years of age or older. Membership is predicated on successful completion of the Auxiliary enrollment application (including passing of the prescribed New Member exam), and receipt of a favorable (FAV) Personnel Security Investigation (PSI) in accordance with the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series), and paragraph C.3. of this chapter.

Facility (vessel, aircraft, or radio station) ownership and special skills are desirable, but not mandatory for membership.

The Chief Director is specifically prohibited from Auxiliary membership. If already a member of the Auxiliary, then the Coast Guard officer in receipt of orders to assume the duties of Chief Director must resign his/her Auxiliary membership prior to doing so and may not re-enroll in the Auxiliary until permanent detachment from that assignment.

3.A.3. Residence Requirements (page 3-4) – Renumber as 3.A.4., and replace 2nd paragraph with the following text...

Regardless of geographic location, all Auxiliary assignments to duty shall be in accordance with provisions of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) and this Manual.

3.B.1. Initial Enrollment (page 3-9) – Replace with the following text...

The Director is responsible for approving Auxiliary enrollments within his/her respective Auxiliary region.

When an individual meets all enrollment eligibility criteria as determined by the Director, the Director may then accept and sign his/her enrollment form, enter him/her in AUXDATA in Approval Pending (AP) status, and forward his/her Personnel Security Investigation (PSI) package to the SECCEN. If this is the first time the individual has ever undergone the PSI process, then the individual shall remain in AP status until receipt of a Favorable (FAV) PSI determination from the SECCEN. If the individual has undergone a previous PSI performed by a federal agency and can provide a copy of appropriate source documentation as part of his/her

enrollment package, then the individual shall remain in AP status until the SECCEN validates the previous PSI. If the individual holds a current security clearance completed and granted by another federal agency, then it must meet all criteria for reciprocity as determined through the PSI process. The individual must provide a copy of an appropriate source document that substantiates his/her claim as part of his/her enrollment package in order for such reciprocity to be recognized. In any case, the individual shall have the privileges of Auxiliary membership as described in section D.2. of this chapter while in AP status.

The time required for PSI completion may be very long. Completion may well take several months to more than a year depending upon circumstances that affect Coast Guard personnel security. It is therefore incumbent upon all Auxiliarists and other Coast Guard personnel who are directly involved in the enrollment of new Auxiliarists (e.g., the Flotilla Commander (FC); the Flotilla Staff Officer for Human Resources (FSO-HR)) to properly manage an enrollee's expectations. Prospective Auxiliarists must be advised from the outset of and throughout their enrollment process of PSI processing requirements and durations, as well as the privileges of enrollment that they enjoy while in AP status. Such advisory must include the risk they undertake in terms of personal investments as part of Auxiliary membership (e.g., the costs of membership dues, uniform items, and possible equipment purchases that they will not be reimbursed) if their PSI is ultimately determined to be Unfavorable (UNFAV) and they are not determined to be suitable for service in the Auxiliary.

Once the SECCEN has provided either a FAV PSI determination or validation of a previous FAV PSI, the Director may then place the individual in an appropriate status in AUXDATA as provided for in section B.1. of Chapter 8. At that time, the individual shall have the additional privileges of Auxiliary membership as described in section D.3. of this chapter. The Director may then issue the individual's Auxiliary ID card in accordance with section O.1. of Chapter 5.

3.B.3. Employee Identification Number (page 3-10) – Re-title and replace with the following text...

Member Identification (ID) Number

When an individual has been enrolled in the Auxiliary by the Director as reflected by the Director's signature on the properly completed and submitted Enrollment Application form, a unique member ID number shall then be assigned. The Director shall notify the individual of his/her member ID number by signed memo.

The member ID number is critical for entering activity data, awards, and other information into AUXDATA. It shall normally be composed of seven digits.

An Auxiliarist's member ID number shall be rendered inactive when the Auxiliarist is disenrolled or placed in retired status. Upon return to active status, the Director shall re-issue the original member ID number to the Auxiliarist.

Member ID numbers shall not be personalized nor specifically tailored for any purpose.

3.D.2.a.(1) Member Status and AUXDATA Entries (page 3-24) – Replace with the following text...

Auxiliarists in AP status shall remain in such status, as reflected by AUXDATA, until receipt of a Favorable PSI determination from the SECCEN. Once the SECCEN has provided either a FAV PSI determination or validation of a previous FAV PSI, the Director may then place the individual in an appropriate status in AUXDATA as provided for in section B.1. of Chapter 8. At that time, the individual shall have the additional privileges of Auxiliary membership as described in this section.

3.D.2.c.(2) ID Cards, Member ID Numbers, and Exchanges (page 3-25) – Replace with the following text...

Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. Once the SECCEN has provided either a FAV PSI determination or validation of a previous FAV PSI, the Director may then place the individual in an appropriate status in AUXDATA as provided for in section B.1. of Chapter 8. The Director may then issue the individual's Auxiliary ID card in accordance with section O.1. of Chapter 5. Since Auxiliarists in AP status are not authorized to have an Auxiliary ID card, they should never be placed in the position of having to attempt to gain access to a Coast Guard or DoD facility pursuant to an assignment to duty alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard or DoD facility, they have an Auxiliarist in IQ, BQ, or AX status to escort them.

3.D.2.d. (1) and (2) Uniforms, Awards, and Ceremonies (page 3-26) – Replace with the following text...

- (1) Auxiliarists in AP status are authorized to obtain and wear the Auxiliary uniform with proper devices and insignia of the current or highest past office held to the extent that applicable policies allow. Auxiliarists in AP status are authorized to use DoD exchanges only when purchasing articles and accessories of the uniform. Since Auxiliarists in AP status will not have ID cards, they will not be able to make purchases at point-of-sale venues like DoD uniform shops. Auxiliarists in AP status are authorized to shop in Coast Guard Exchange System (CGES) facilities and use the CGES online service (www.shopcgx.com) with the same authorization as Auxiliarists in other-than AP status. In order to use this privilege within an exchange facility, Auxiliarists in AP status must present a copy of the memo on Coast Guard letterhead from the Director notifying them of their AP status, along with a government-issued photo identification card (e.g., current

valid State-issued driver's license). If using the CGES online service then the member ID number and self-ascribed password must be used for access.

- (2) Auxiliarists in AP status may be administered the Pledge for New Members (see Figure 3-1) and presented with the Auxiliary membership certificate. These actions should normally occur at an appropriate event (e.g., flotilla meeting, Change of Watch).

**3.D.3.c Privileges and Provisions for Auxiliarists in IQ, BQ, AX Status (page 3-30) –
Replace with the following text...**

Authorized to use Coast Guard Exchange System (CGES) facilities and services, pursuant to the limited exchange privileges contained in the Coast Guard Non-appropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series). If using the CGES online service then the member ID number and self-ascribed password must be used for access.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 4**

4.A.9. Flotilla Voting Policy (page 4-7) – Replace with the following text...

One quarter (25%) of the eligible voting members of a flotilla shall constitute a quorum for the transaction of business at any regular or special flotilla meeting unless the flotilla desires to specify a higher percentage. The Director, with concurrence of the DCO, may waive the one quarter (25%) criteria for a value no lower than 15% based on a written request (email is acceptable) from the FC. Such request shall be fully routed through the flotilla's chain of leadership regardless of the nature of endorsement at any given level. Waivers shall be applied judiciously based on sound case-by-case programmatic need. They shall not be issued for perpetuity. The Director shall define the temporary duration of the waiver as part of its approval. Flotillas that receive a waiver shall be expected to make all due effort to achieve the one-quarter (25%) quorum threshold including the use of telephonic/electronic means for members to participate in meetings. Waivers shall not be applied as a matter of blanket policy for a region or division, and they shall not be applied as a means to avoid flotilla disestablishment action as described in section A.7. of this Chapter. Waiver approvals shall be issued by memo from the Director (copy to DCO, DSO-LP, appropriate DCAPT and DCDR) and shall be kept attached to the flotilla standing rules.

Any quorum percentage of one quarter (25%) or higher shall be so specified in the flotilla standing rules. If an aforementioned waiver request is approved, then the Director's memo approval shall be attached to the flotilla standing rules for record purposes. Additionally, one of the voting members present at a flotilla meeting must be the FC, VFC, or Immediate Past Flotilla Commander (IPFC). If none of these individuals is present, then although the meeting may be held, Auxiliary unit business cannot be conducted.

4.E.2.b. Meetings and Elections (Divisions, page 4-22) – Re-title and replace with the following text...

Meetings, Business, and Elections

Division Board meetings shall be held in accordance with division standing rules. The Division Board should meet at regular intervals determined locally to be most responsive to Auxiliarists' needs. The Director, DCO, or DCDR may call additional meetings. The DCDR will prepare and publish, in advance, an agenda for each Division Board meeting. Meetings shall normally be open to all Auxiliarists to attend and observe. To conduct business, the DCDR, VCDR, or IPDCDR must be present. When special circumstances warrant, meetings and associated business, including votes, of the Division Board may be held by mail, telephone, or other electronic means. Regular elections shall not be held by mail, telephone, or electronic means

unless a meeting is impractical due to special circumstances and the Director specifically authorizes such means for the elections.

4.E.3.b. Meetings and Elections (Districts, page 4-23) – Re-title and replace with the following text...

Meetings, Business, and Elections

District Board meetings shall be held in accordance with district standing rules. The District Board should meet at regular intervals determined regionally to be most responsive to Auxiliarists' needs. The District Commander, Director, or DCO may call additional meetings. The DCO shall prepare and publish, in advance, an agenda for each District Board meeting. Meetings shall normally be open to all Auxiliarists to attend and observe. To conduct business, the DCO, DCOS, or IPDCO must be present. When special circumstances warrant, meetings and associated business, including votes, of the District Board may be held by mail, telephone, or other electronic means. Regular elections shall not be held by mail, telephone, or electronic means unless a meeting is impractical due to special circumstances and the Director specifically authorizes such means for the elections.

4.E.5.b. Meetings (National, page 4-25) – Re-title and replace with the following text...

Meetings, Business, and Elections

The National Board shall meet at least twice each year, normally in January and August. Subject to the Chief Director's concurrence, the NACO is responsible for selecting meeting times and locations. Additional meetings of the National Board may be held by telephone or other electronic means. The NACO shall prepare and publish, in advance, an agenda for each National Board meeting. Meetings shall normally be open to all Auxiliarists to attend and observe. To conduct business, the NACO, VNACO, or NIPCO must be present. Voting on matters requiring action of the National Board may be conducted by telephone or other electronic means when National Board meetings are not conducted in person. National elections shall be conducted at a regular, in-person meeting

4.E.9. Unit Telephonic/Electronic Meetings (page 4-28) – Add this new section...

The District Board may authorize flotilla detachments, flotillas, divisions, districts, and any committees appointed by them to conduct their meetings using telephonic/electronic means. Subsequent to District Board authorization, the Auxiliary unit leader (i.e., FC, DCDR, DCO) may authorize individual Auxiliarists who belong to his/her unit or associated committees to attend and participate in their meetings using telephonic/electronic means (e.g., members who live too far away to reasonably travel to their unit meeting or cases in which the cost of travel is prohibitive). The DCO and DCDR may similarly authorize unit leaders immediately below them in their chain of leadership.

E.9.a. Definitions

- (1) Telephonic Means: Participation by meeting attendees by telephone of any type (e.g., cell, landline) as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements (with the exception of provision of all documents and materials referenced during the course of the meeting). If an attendee calls into a physical meeting, then an appropriate number of speaker phones shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say.
- (2) Electronic Means: Participation by telecommuting via electronic audio or video, or both, using a system of a sophisticated nature as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements.
- (3) Participation: The ability of an attendee appearing by telephonic/electronic means to communicate clearly on a live full-time basis with all of the other meeting members and to have provided before the meeting, or electronically during the meeting, all documents and materials referenced during the course of the meeting.

E.9.b. Meeting Plan

The conduct of meetings using telephonic/electronic means shall only occur in conjunction with considerable planning and careful implementation. The District Board shall determine the best telephonic/electronic means available in the region to ensure all provisions are met. It shall develop a specific, written District Electronic Meeting Plan to guide and implement such telephonic/electronic meetings. The plan should include a budget and proposed unit Standing Rules Telephonic/Electronic Meeting appendices for any units that will use telephonic/electronic meetings. The plan shall be approved by the District Board (Director and DCO specifically inclusive). Thereafter, any Auxiliary unit that desires to conduct meetings using telephonic/electronic means shall first adopt the unit Standing Rules Telephonic/Electronic Meeting appendices and adhere to appropriate routing, approval, and distribution requirements.

E.9.c. Meeting Equipment and Capability

- (1) If all members attend an Auxiliary unit meeting by telephonic/electronic means then the Auxiliary unit leader shall select and provide for the telephonic/electronic system to be used.
- (2) The Auxiliary unit holding a meeting using telephonic/electronic means shall be responsible for acquiring, at unit expense, all software, hardware, and other system requirements to facilitate participation in the meeting.
- (3) Auxiliarists who attend an Auxiliary unit meeting using telephonic/electronic means shall be responsible for acquiring, at their expense, all telephonic/electronic system components (e.g., computer, speaker) to facilitate their participation in the meeting.
- (4) The Auxiliary unit leader shall ensure that the telephonic/electronic system used will allow participating members to vote on any matter in full conformity with voting requirements including requests for written ballots.

E.9.d. Meeting Guidelines

- (1) All Auxiliary unit meeting notice requirements shall be applicable to all members who attend a meeting using telephonic/electronic means.
- (2) The minutes of an Auxiliary unit meeting shall record the time of attendance of any member who attends using telephonic/electronic means.
- (3) A meeting using telephonic/electronic means may not be utilized for the purpose of interfering with a member's ability to participate in the meeting or to prevent a vote on any matter.
- (4) No member may purposely interfere with the telephonic/electronic system established to allow members to participate using telephonic/electronic means.
- (5) A member who requests to participate in an Auxiliary unit meeting using telephonic/electronic means must give adequate written notice (email is acceptable) of his/her request, including the reason(s) for such request, to the Auxiliary unit leader. The Auxiliary unit leader shall consider the request in timely manner and notify the member of approval or denial (email is acceptable). If denied, the Auxiliary unit leader shall include the reason for denial. If approved, the Auxiliary unit leader shall ensure that the telephonic/electronic system is functional during the meeting in order to accommodate the member's participation. The member shall initiate contact with the telephonic/electronic system. Failure to initiate such contact in a timely manner shall not be grounds for preventing the meeting from occurring as scheduled.
- (6) Any Auxiliarist authorized to attend a meeting using telephonic/electronic means shall be considered "present" for the meeting while in attendance. When a flotilla meeting is held with some members physically present and other members present using telephonic/electronic means then the FC, VFC, or IPFC must be physically present at the meeting in order for unit business to be conducted.
- (7) If the telephonic/electronic system used by the Auxiliary unit becomes inoperative during the meeting then the Auxiliary unit leader shall be responsible for re-establishing contact with all members participating using telephonic/electronic means. If good-faith attempts do not re-establish contact with such members within

10 minutes then the meeting may continue without their telephonic/electronic participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

- (8) If the telephonic/electronic means used by an Auxiliarist participating in the meeting becomes inoperative during the meeting then the Auxiliarist shall be responsible for re-establishing contact. The Auxiliary unit meeting may continue without the Auxiliarist's participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.
- (9) In the event of any challenge or protest regarding any matter pertaining to participating in an Auxiliary unit meeting (including voting) using telephonic/electronic means at the flotilla, detachment, or division level, the Auxiliarist making the challenge or protest shall use the appropriate chain of leadership to refer the challenge or protest to the DCO. The DCO shall consult with the DSO-LP and the Director, and then render a final decision. Any such challenge or protest at the district level shall be referred to the appropriate DNACO. The DNACO shall consult with the ANACO-CC, the NACO, and the Chief Director, and then render a final decision.

4.F.2. Eligibility (page 4-30) – Add new sub-section as follows...

- (f) Coast Guard active duty, Reserve, or civilian personnel who are assigned to or employed in the office of the Chief Director or an office of a Director may not serve in an elected leadership office (i.e., FC, DCDR, DCAPT, DCO, DNACO, NACO). The same applies for any Coast Guard Flag Officer who is currently serving as a District Commander, Area Commander, or Commandant.

4.G.6.h. Flotilla and Division Staff Officers List (page 4-40) – Replace with the following text...

Information Services (IS)

4.G.11. Auxiliary Civil Rights Coordinator (page 4-44) – Re-title and replace the 2nd sentence with the following text...

Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC)

Alternatively, other experienced elected officers who have preferably served as DCDR or higher may be selected.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 5**

5.B. Introduction (page 5-11) – Replace with the following text...

This section describes the policies under which Auxiliarists may communicate with other Government agencies and may conduct industry relations. Officials of other Government agencies include, but are not limited to, chief executives at any level of government (e.g., the President, Governor, Mayor), congressional and judicial officials at any level of government (e.g., senator, representative, judge), agency chiefs (e.g., Secretary of Defense; State District Attorney), and their respective staffs.

5.B.1. Communication With Other Government Agencies (page 5-11) – Replace with the following text...

Auxiliarists shall not communicate with officials of other Government agencies in the name of the Auxiliary unless the Chief Director determines that the need for such communication is consistent with Coast Guard and Auxiliary policy, and grants specific permission in advance of the communication. Exceptions to this provision are described below.

5.B.1.d. Invitations to Auxiliary Events (page 5-11) – Add this new sub-section...

If an Auxiliary unit desires to invite officials of other Government agencies to an intradistrict Auxiliary event (e.g., district conference or symposium; flotilla Change of Watch; local boating safety promotion) then the appropriate elected leader shall notify the Director through the regional chain of leadership and management (email is acceptable) of the desire to extend such invitation. The Director shall notify the Coast Guard District Public Affairs Office for approval. If approved, the invitation may then be extended. Similar notifications to the Director and the Coast Guard District Public Affairs Office shall be made if the invitation is accepted. These requirements do not apply when strictly for purposes of training or professional exchange and development that involve other than elected officials (e.g., flotilla invitation of a local marine police officer to discuss patrol policies and procedures at a flotilla meeting; regional invitation of an Army Corps of Engineers representative to assist an aids verifier workshop at a regional conference).

If an Auxiliary unit desires to invite officials of other Government agencies to a national Auxiliary event (e.g., National Conference) then the NACO shall notify the Chief Director (email is acceptable) of the desire to extend such invitation. The Chief Director shall notify the Coast Guard Government and Public Affairs Directorate (CG-092) for approval. If approved,

the invitation may then be extended. Similar notifications to the Chief Director and CG-092 shall be made if the invitation is accepted. As in the paragraph above, these requirements do not apply when strictly for purposes of training or professional exchange and development that involve other than elected officials.

5.H.1.a. CGAuxA, Inc. Officers and Agents (page 5-35) – Re-title and replace with the following text...

CGAuxA, Inc. Officers, Representatives, and Agents

CGAuxA, Inc. may appoint certain officers or agents for handling external contacts and business for CGAuxA, Inc. including fundraising programs on behalf of the Auxiliary. Only Auxiliary District Commodores may represent CGAuxA, Inc. as ex officio agents for some fundraising programs within their area of responsibility. Such officers and agents shall always seek written approval and coordinate efforts with the President and Director of Development of CGAuxA, Inc. in advance of any solicitation or implementation of fundraising initiatives or prior to accepting any gifts of money (or in-kind) in the name of CGAuxA, Inc.

5.H.1.b. CGAuxA, Inc. Representation (page 5-36) – Replace with the following text...

As a private nonprofit 501(c)3 corporation, CGAuxA, Inc. shall conduct its fundraising affairs and business affairs with the utmost sense of propriety and ethics. CGAuxA, Inc. representatives and agents shall not present themselves while in uniform or otherwise assigned to duty as an Auxiliarist as representing any organization other than CGAuxA, Inc. Such representatives or agents who are also Auxiliary members shall present themselves as a representative of CGAuxA, Inc. and shall not wear any authorized uniform worn by Auxiliarists, except that such representatives or agents who are Auxiliary members and officers, while in uniform or otherwise assigned to duty, may discuss with members of the Auxiliary the purpose of CGAuxA, Inc., the benefits and programs provided to members and to the Auxiliary in order to promote awareness of such benefits and programs. In order to comply with section 5.S.1.h. of this Manual, which requires that Auxiliarists act impartially and not give preferential treatment to any private organization, Auxiliaists in uniform or otherwise assigned to duty as an Auxiliarist shall make clear that participation in any particular program offered by CGAuxA, Inc. is voluntary. Gifts offered to or solicited by CGAuxA, Inc. (rather than directly to the Coast Guard) for support of Auxiliary programs may be accepted by the corporation without prior Coast Guard review and approval.

Table 5-1 Authorized Activities (page 5-50) – Replace next to last bullet with the following text...

- Coastie® Program Outreach

5.J.10 Service Animals and Pets (page 5-57) – Insert new section with the following text...

A service animal that is required by an Auxiliarist to assist with or provide for the direct safety, functionality, and/or mobility of that Auxiliarist is authorized to accompany him/her for such purposes in the conduct of his/her Auxiliary activity. No service animal shall be used in any other capacity (e.g., Auxiliary unit mascot).

Pets are not authorized to accompany Auxiliarists while assigned to duty. Only in cases in which an Auxiliarist's permanent residence is the surface facility or mobile radio facility that they have offered and have had accepted for use may the Order Issuing Authority waive this provision. Such waiver may be issued concurrently with the period for which the facility has been accepted for use. Pets shall not be used in a mascot capacity for any Auxiliary activity, program, or unit.

5.N.1. Financial Reporting (page 5-73) – Replace with the following text...

DCDRs and FCs of every unit receiving and disbursing funds in the unit's name shall submit to the Director, through the appropriate chain of leadership, an annual financial report prepared by the unit Staff Officer for Finances (FN) for the preceding calendar year. Such report shall also be submitted upon election of a new unit leader or appointment of a new unit FN. The Financial Reporting of an Auxiliary Unit (ANSC-7025) form shall be used for the submission of all such reports.

Regional time tables for unit finance report submissions shall be established by the DCO. They shall prescribe processes for report submission and review through the appropriate chain of leadership. The DCO or his/her designee(s) (e.g., DSO-FN) shall review these unit financial reports and forward them to the Director. All such annual reports shall be processed and reviewed so as to be received by the Director by March 1 of the following year.

Any irregularities revealed by the report submission and review process shall be reported to the DCO and Director. If an Auxiliary unit does not comply with the prescribed procedures, the DCO may authorize an audit of the unit's finances and recommend appropriate action to the Director based on the audit's results.

Regional corporate entities shall follow all other federal or State financial reporting requirements.

5.O.1. Auxiliary Identification Card (page 5-75) – Replace the opening paragraph with the following text...

Once the SECCEN has provided either a Favorable PSI determination or validation of a previous Favorable PSI, the Director may then change the membership status of an Auxiliarist in Approval Pending (AP) status to another appropriate status in AUXDATA as provided for in paragraph B.1. of Chapter 8. The Director may then issue the individual's Auxiliary ID card so that it may be presented as provided for in section B.1. of Chapter 3. The Director shall issue the individual's Auxiliary ID card to the appropriate Flotilla Commander for presentation unless the Director determines for any specific circumstance that doing so would be inconvenient or a more appropriate means or opportunity for presentation exists. Only the Auxiliary ID card displayed in Figure 5-3 shall be issued for Auxiliary membership identification purposes. Auxiliary ID cards shall conform to the following guidelines:

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 8**

8.A.3. Privilege of Training and Qualification (page 8-3) – Add the following paragraph at the end of the section...

With respect to any exam for any Auxiliary training course or program, whether open book or closed, self-administered or proctored, the understanding and expectation is that the Auxiliary examinee, and only the examinee without any other personal assistance not otherwise specifically allowed by the training course or program protocol, shall complete all facets of the exam. If an Auxiliarist becomes aware of any reason to suspect otherwise before, during, or after exam completion, then he/she shall inform the chain of leadership up to and including the Director so that appropriate investigation and determination of the validity of exam completion can be performed.

8.B.11. Auxiliary Team Coordination Training (TCT) Facilitators (page 8-21) – Replace with the following text...

Auxiliarists may train and qualify as TCT Facilitators in order to deliver TCT to fellow Auxiliarists as well as Coast Guard active duty, Reserve, and civilian personnel. The overall administration, coordination, support, and management of Auxiliarists who are TCT Facilitators, as is true for their active duty and Reserve counterparts, are the responsibility of the District TCT Coordinator. Auxiliary regions may establish their own TCT organizations to assist the District TCT Coordinator to carry out these functions. The Director, in concert with the regional TCT organization, should periodically review with the District TCT Coordinator the needs for Auxiliarists to serve as TCT Facilitators as well as overall program effectiveness.

There are two Auxiliary TCT Facilitator competencies. The first competency recognizes Auxiliarists who are authorized to deliver TCT to Coast Guard active duty, Reserve, civilian, and Auxiliary personnel based on their training through the legacy TCT Facilitator process. These TCT Facilitators shall be designated TCTFAC in AUXDATA upon successful completion of the legacy qualification requirements defined below. The second competency recognizes Auxiliarists who are authorized to deliver the half-day Initial and Five-Year Currency Maintenance TCT Workshops only to Auxiliarists. This includes delivery to Auxiliary Qualification Examiners and Flight Examiners. These TCT Facilitators shall be designated TCTAUX in AUXDATA upon successful completion of the qualification requirements and selection process defined below. A TCTFAC must undergo the TCTAUX selection process and meet its criteria in order to deliver the half-day Initial and Five-Year Currency Maintenance TCT Workshops to Auxiliarists.

a. In order to qualify as a TCT Facilitator with the TCTFAC designator, an Auxiliarist must successfully complete the following legacy requirements:

- (1) The TCT correspondence course.
 - (2) The Coast Guard Instructor Development resident school.
 - (3) Qualification as coxswain or crewman in the Auxiliary boat crew program, or in any pilot position or air crew member in the Auxiliary aviation program.
 - (4) Positive recommendation of the regional Qualification Examiner Coordinator (QEC) and the Director if involved in the boat crew program, or the District Flight Safety Officer (DFSO) and the Director if involved in the aviation program.
- b. In order to qualify as a TCT Facilitator with the TCTAUX designator, an Auxiliarist must successfully complete the following:
- (1) Possess either of the following qualifications:
 - (a) Certified instructor and certified coxswain, or certified instructor and non-current coxswain who has logged at least 250 coxswain hours in AUXDATA; or
 - (b) Certified instructor and either certified first pilot or aircraft commander, or certified instructor and non-current first pilot or aircraft commander who has logged at least 150 pilot hours in AUXDATA.
 - (2) Be nominated by his/her Flotilla Commander (FC) or Division Commander (DCDR), and then be approved through the Auxiliary chain of leadership to the cognizant District Captain (DCAPT) or District Directorate Chief (DDC), with an info copy to the District Commodore (DCO).
 - (3) Upon DCAPT or DDC approval, be submitted to the Director for selection and designation as a TCT Facilitator (TCTAUX). The Director shall have sole authority to designate or remove TCT Facilitators (TCTAUX).
 - (4) Selection shall reflect the nominee's proven excellence in the aforementioned fields and the ability to effectively communicate.

Initial TCTAUX designation shall be for three years (i.e., to expire on December 31 of the third anniversary year). The facilitator must then be re-designated by the Director based upon the Director's evaluation of the facilitator's performance or participation during the period. If not re-designated, then the facilitator shall be placed in REYR status in AUXDATA. Failure to be re-designated by the Director during the next five consecutive years in REYR status shall result in complete loss of the TCTAUX qualification. The facilitator shall then have to undergo the entire selection process in order to perform such activity again.

8.B.12. Auxiliary Administrative Procedures Course (APC) (page 8-22) – Insert the following new section and renumber this and subsequent sections following it...

Auxiliary Food Service Specialist (AUXFS)

Pursuant to provisions of Chapter 2 of this Manual, Auxiliarists may support the Auxiliary Food Service (AUXFS) program upon successful completion of AUXFS training and qualification. The nature and scope of the AUXFS program is limited by the finite number of Coast Guard galleys and dining facilities that need AUXFS support at any given time. Thus Auxiliarists must understand that AUXFS training, qualification, and support activity opportunities may not always be sufficient to accommodate the total Auxiliary interest in a specific geographic area.

Auxiliarists should therefore explore the likelihood of these opportunities before pursuing AUXFS training and qualification.

AUXFS qualification shall be achieved by successful completion of the AUXFS Personal Qualification Standard (PQS) available through the Human Resources Directorate section of the Auxiliary website (www.cgaux.org).

Any Auxiliarist serving as an AUXFS shall have a Coast Guard Medical Officer complete the Food Service Personnel Screening Form contained in the Civilian Employee and Occupational Health Program Manual, COMDTINST M12792.3 (series). AUXFS who are unable to travel to a Coast Guard clinic to receive a screening may be screened by their personal medical provider. The completed screening form shall then be reviewed by the cognizant Independent Duty Health Services Technician (IDHS) and all affirmative responses must be reviewed by the cognizant Designated Medical Officer Advisor (DMOA).

Auxiliarists may obtain the Hepatitis A vaccine series from a Coast Guard clinic or may provide proof of vaccination for Hepatitis A (completion of the series) to their cognizant IDHS. Proof of vaccination must include the following: vaccine provider information (including signature of vaccine administrator), dose, site, route, and manufacturer's lot number with expiration date. The Hepatitis A vaccine must be recorded in the Medical Readiness Reporting System.

Screening forms and proofs of vaccination shall be recorded and maintained in the same manner as described in Chapter 4 of the Coast Guard Medical Manual, COMDTINST M6000.1 (series). AUXFS medical folders shall be maintained by the cognizant Coast Guard clinic or IDHS that performs and/or reviews the screening form and vaccination. These files shall be protected in accordance with the Privacy Act and the Health Information Portability and Accountability Act (HIPAA). If an AUXFS has a normal screening and has completed the Hepatitis A vaccination series, the IDHS or DMOA shall insert their title, name, rank, date, and signature on the AUXFS PQS form which is available in the Forms Warehouse section of the Auxiliary website (www.cgaux.org). AUXFS must submit their signed PQS form to the Director for retention in their service record.

8.C.1. Operational Auxiliarist (AUXOP) Program (page 8-27) - Replace with the following text...

In order to give variety to Auxiliarists, increase practical AUXOP relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets, the AUXOP program consists of three tiers: core courses, leadership courses, and elective credit elements. Under this program, Auxiliarists must successfully complete a minimum of seven credits from three categories of courses detailed in the following sections to receive the AUXOP designation. It also provides Auxiliarists more choices to meet program requirements, allow the pursuit of preferred focus areas, and apply credit for ICS training and expertise. Successful completion of one credit in the AUXOP program shall earn an Auxiliarist the Specialty Training ribbon. Achievement of AUXOP designation shall be recognized by award of a certificate signed by the

District Commander and presentation of the AUXOP device for uniform wear. No time limit applies to successful completion of AUXOP eligibility requirements. No course substitutions for those identified below may be applied.

- a. Auxiliarists must successfully complete the following three required core courses, each worth one credit:

- (1) Auxiliary Weather Specialty Course (AUXWEA).
- (2) Auxiliary Seamanship Specialty Course (AUXSEA).
- (3) Auxiliary Communications Specialty Course (AUXCOM).

- b. Auxiliarists must successfully complete one of the following leadership courses, each worth one credit (AUXOP credit is not applied for more than one course from this category). These courses include:

- (1) Flotilla Leadership Course (FLC, online and classroom versions acceptable).
- (2) Auxiliary Leadership and Management (AUXLAMS) – note: both AUXLAMS-A and AUXLAMS-B of the exportable course version must be completed for the credit.
- (3) Auxiliary Mid-Level Officers Course (AMLOC-A for DCDR/VCDR/ DVC).
- (4) Auxiliary Mid-Level Officers Course (AMLOC-B for DCAPT/DIRd).
- (5) Auxiliary Senior Officers Course (ASOC).

- c. Auxiliarists must successfully complete a combination of the following elective courses, totaling three or more credits:

- (1) Auxiliary Search Coordination and Execution Specialty Course (AUXSC&E). The Auxiliary Navigation (AUXNAV) Specialty Course is a pre-requisite for AUXSC&E - 2 credits.
- (2) Auxiliary Navigation (AUXNAV) Specialty Course - 2 credits.
- (3) Introduction to Marine Safety and Environmental Protection (IMSEP) - 2 credits.
- (4) Auxiliary Patrol Specialty Course (AUXPAT) - 1 credit.
- (5) Auxiliary Aids-to-Navigation (ATON) and Chart Updating C-school (AUX-06) – 1 credit.
- (6) Coast Guard Incident Command System (ICS) 300 & 400 (ICS-210 cannot be used as a substitute) - 1 credit.
- (7) Auxiliary Air Coordinator C-school (AUX-15) - 1 credit.
- (8) Certain NIMS-compliant ICS courses count as one credit for completion of the in-class course and one credit for completion of the corresponding PQS, for a possible total of two credits. NIMS compliancy is established by the Federal Emergency Management Agency (FEMA). NIMS-compliant ICS courses may only be taught by instructors, Coast Guard or other agency, that are certified to teach them. If any of the following in-class courses is not available, then its corresponding PQS may be successfully completed for one credit. Such PQS may only be signed off by NIMS-compliant ICS verifying officers designated by a Coast Guard command or other agency. Acceptable NIMS-compliant ICS courses subject to these criteria, each having a corresponding PQS, are:

- (a) ICS-346 (Situation Unit Leader).
 - (b) ICS-347 (Demobilization Unit Leader).
 - (c) ICS-348 (Resource Unit Leader).
 - (d) ICS-351 (Finance Section Chief).
 - (e) ICS-430 (Operations Section Chief).
 - (f) ICS-440 (Planning Section Chief).
- (9) Certain NIMS-compliant ICS courses (i.e., ICS Type 3 courses) count as two credits for successful completion of all required elements (e.g., the in-class course, the corresponding PQS, and the associated oral board – all as applicable). NIMS compliancy is established by FEMA. NIMS-compliant ICS courses may only be taught by instructors, Coast Guard or other agency, that are certified to teach them. Corresponding PQS may only be signed off by NIMS-compliant ICS verifying officers designated by a Coast Guard command or other agency. Associated oral boards, as required, must be administered by a Coast Guard Sector or the agency that conducted the in-class course and/or corresponding PQS. All required elements must be completed in order to get two credits (partial credit may not be issued). Acceptable NIM-compliant ICS courses subject to these criteria are:
- (a) ICT3 (Incident Commander).
 - (b) LNO3 (Liaison Officer).
 - (c) SOF3 (Safety Officer).
 - (d) PIO3 (Public Information Officer).
 - (e) OSC3 (Operations Section Chief).
 - (f) AOBD (Air Operations Branch Director).
 - (g) DIVS (Division / Group Supervisor).
 - (h) OPBD (Operations Branch Director).
 - (i) STAM (Staging Area Manager).
 - (j) DMOB3 (Demobilization Unit Leader).
 - (k) DOCL3 (Documentation Unit Leader).
 - (l) ENVL3 (Environmental Unit Leader).
 - (m) MTSR (Marine Transportation System Recovery Unit Leader).
 - (n) PSC3 (Planning Section Chief).
 - (o) RESL3 (Resources Unit Leader).
 - (p) SITL3 (Situation Unit Leader).
 - (q) LSC3 (Logistics Section Chief).
 - (r) BCMG (Base / Camp Manager).
 - (s) COML3 (Communications Unit Leader).
 - (t) FACL3 (Facilities Unit Leader).
 - (u) FDUL3 (Food Unit Leader).
 - (v) GSUL3 (Ground Support Unit Leader).
 - (w) VSUL3 (Vessel Support Unit Leader).
 - (x) MEDL3 (Medical Unit Leader).
 - (y) FSC3 (Finance / Administration Section Chief).
 - (z) COST3 (Cost Unit Leader).

- (aa) PROC3 (Procurement Unit Leader).
- (bb) COMP (Compensation / Claims Unit Leader).
- (cc) TIME3 (Time Unit Leader).
- d. Previously canceled editions of the Auxiliary Search-and-Rescue Specialty Course (AUXSAR) and Auxiliary Administration Specialty Course (AUXMIN) are acceptable if already completed. They are worth 1 credit each and may be used on a one-for-one basis in lieu of course options listed in paragraph C.1.c above. Similarly, the past Auxiliary Navigation (AUXNAV) Specialty Course is acceptable if already completed. It is worth 2 credits and may be used in lieu of course options in paragraph C.1.c above.
- e. Additional elective courses may be added at the discretion of the Chief Director.

8.E.1. Auxiliary Mandated Training (MT) Design and Definitions (page 8-43) – Re-title and replace with the following text...

Auxiliary Mandated Training (MT) Design and Delivery

Auxiliary MT courses and online applications are normally available through the Auxiliary Learning Management System (AUXLMS) at the website: <https://auxlearning.uscg.mil/>. The AUXLMS is the primary method of Auxiliary MT completion and AUXDATA record entry. It is directly accessible from home computers as well as Coast Guard standard workstations.

Auxiliary MT may only otherwise be taught and completed in a classroom setting (e.g., a member training session). In such situations, the Auxiliary instructor(s) must be certified and current, must use the online version of the MT course in a projection mode (e.g., on TV or screen projection), and must thoroughly review the course prior to commencing the class. Handouts for each student must be used to administer any questions embedded within the course and any final exam questions. The instructor(s) shall grade all final exams prior to student departure. If a student does not pass the final exam, then he/she must subsequently complete the course either through the AUXLMS or another classroom course offering. The lead instructor shall ensure that appropriate AUXDATA entries are made to recognize successful student completion. The Chief Director shall approve the development and use of classroom MT delivery tools (e.g., end-of-course test handouts).

AUXDATA's Mandated Training competency is composed of all Auxiliary MT courses and is assigned to all Auxiliarists. Individual MT status is reflected in the AUXDATA Training Management Report for ease of monitoring the status of each mandated training course that has been completed by any Auxiliarist.

Due to the nature of MT course material, MT course curricula and course titles may change often. AUXLMS functionality therefore does not necessitate provision of a course completion certificate. If available through the AUXLMS, an Auxiliary MT course completion certificate should be generated and saved (subsequent completions of the same course will generally not

yield a certificate). However, the accepted record of Auxiliary MT course completion external to AUXDATA is the summary report of personal course completions available through the Auxiliary LMS. AUXLMS Help Desk support available through <http://help.cgaux.org> should be contacted for assistance in deriving acceptable records of Auxiliary MT completion and for resolution of any issues with the Auxiliary LMS. The Auxiliary Knowledge Base at <http://help.cgaux.org/index.php?/Knowledgebase/List> should also be consulted for relevant AUXLMS information and guidance.

The Auxiliary LMS allows Auxiliarists to use it from their personal computers without any special access card or tool. However, in order for it to properly sync with AUXDATA and feed the right information to the right Auxiliarist's record, each Auxiliarist who uses the Auxiliary LMS must have their own unique email address. That unique email address must be recorded as the primary email address in their AUXDATA profile in order to serve as the Auxiliarist's username for Auxiliary LMS login purposes. Auxiliarists must ensure that they do not have any email addresses in AUXDATA that are the same as those of any family members or friends who also happen to be Auxiliarists. Without a unique individual email address, an Auxiliarist will be prevented from having the Auxiliary LMS directly load his/her training results into AUXDATA.

8.E.2. Auxiliary MT Requirements (page 8-44) – Make the following changes to lettered items...

- a. "DHS Together - Resilience" with "Building Resilience and Preventing Suicide in the Coast Guard"
- c. Replace "DHS Culture of Privacy Awareness" with "Privacy at DHS: Protecting Personal Information"
- a. Replace "Initial Ethics Training" with "Ethics 1 / Personal Gifts"

8.E.2. Auxiliary MT Requirements (page 8-44) – Replace the final three paragraphs with the following text...

Enrolled Auxiliarists have until 31 December 2016 to complete all eight of the MT courses listed above. As each of the first six courses listed above, (a)-(f), is completed, its own five-year cycle will start. Each cycle will extend to 31 December of the fifth year regardless of the date the course was completed during the year, and so on. For example, if an Auxiliarist completes the Civil Rights Awareness course on 15 November 2013, then he/she has to complete it again by 31 December 2018.

If a course has already been successfully completed within the past five years, and record proof of successful completion (e.g., course completion certificate, screen shot, transcript) can be provided by the Auxiliarist, then that course shall be recognized as already in its five-year cycle.

This includes credit for comparable courses that were successfully completed under different course titles in the past. Such written proof must be presented to the IS officer responsible for the Auxiliarist's AUXDATA entries. For example, the Sexual Harassment Prevention course used to be titled Prevention of Sexual Harassment (POSH). Credit shall be granted to Auxiliarists who provide record proof of successful POSH course completion during the past five years.

New enrollees must complete all eight of the MT courses listed above within their first year of enrollment. By definition, the first year of enrollment shall extend to 31 December of the year following their Base Enrollment Date. For example, if a new enrollee has a Base Enrollment Date of 15 November 2013, then that individual has until 31 December 2014 to complete all mandated training. The subsequent five-year cycle for each of the first six courses listed above starts after each respective course completion, as described above for enrolled Auxiliarists.

Auxiliarists with certain types of access (e.g., security clearance; standard workstation account) shall comply with any other associated Coast Guard MT requirements established by FORCECOM (e.g., annual Federal Cyber Awareness Challenge training for those with standard workstation accounts).

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**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 9**

9.A.1.f. Official Foreign Travel Orders (page 9-5) – Replace the 5th and 6th sentences of the 2nd paragraph with the following text...

The Coast Guard unit/office that desires an official passport to be issued to an Auxiliarist must route its request through CG-BSX-1 for review and endorsement. This endorsement shall then be forwarded to CG-DCO-I for review and endorsement.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 10**

10.A.3. Pilots, Air Observers, and Air Crew (page 10-3) – Replace with the following text...

Pilots, air observers, and aircrew on ordered missions in aircraft facilities shall wear appropriate Auxiliary uniforms, an Auxiliary Flight Suit, or approved anti-exposure coveralls. The Auxiliary Flight Suit is authorized to be worn during flight on any aviation mission performed under orders, or during flight standby status (B), unless the Coast Guard order issuing authority specifies another uniform. Except when so specified by the order issuing authority, the uniform selection is the Aircraft Commander's choice. Regardless of who specifies the uniform, it shall be the same for all air crew members. Non-polyester uniforms should be worn whenever possible. Garrison caps are authorized to be worn with flight suits and are preferred on the flight line over a ball cap as they can be folded into a pocket. Appropriate patches and name tags should be worn on the dark blue civilian-type flight suit. (see section H.5 of this chapter).

10.A.7. Assignment to Duty (page 10-4) - Replace with the following text...

An OIA may prescribe an Auxiliary uniform as a condition for assignment to duty. Auxiliarists shall conform to Coast Guard unit policies regarding such uniform wear whenever interacting with, acting on behalf of, or representing the unit. Any unresolved questions, disputes, or misunderstandings regarding such uniform wear should be referred to the Director.

When performing duty on Coast Guard vessel, Auxiliarists shall wear uniforms consistent with those of the vessel's personnel. Auxiliarists, when working as crew on a Coast Guard vessel, shall wear only the member device on collars and corresponding hats for such uniforms. Auxiliarists may wear the insignia of their highest permanent office on such uniforms for ceremonial events held on that vessel.

10.A.8.a. Formal and Ceremonial Occasions (page 10-4) – Replace with the following text...

At events with a military or Auxiliary nexus that require formal wear (Dinner Dress Blue Jacket or Dinner Dress White Jacket). Auxiliarists who do not own Dinner Dress Blue/White Jacket may wear Service Dress Blue.

10.B.2. Coast Guard Exchanges and Uniform Stores (page 10-7) – Replace the first sentence with the following text...

The Commandant has authorized Auxiliarists to buy uniform and insignia items in all Coast Guard exchanges and uniform stores and through their online services.

10.C.2. Uniforms, Accessories, and Coast Guard Markings (page 10-10) – Re-title as follows...

Uniform Care and Coast Guard Markings

10.C.3.c. Ties (page 10-11) – Replace with the following text...

A tie shall not be worn whenever it poses a safety hazard. When worn, the standard necktie shall be tied in a Double Windsor knot.

10.C.3.f. Handbags (page 10-11) – Re-title and replace with the following text...

Bags, Packs, Cases, and Umbrellas

Handbags (women only), backpacks, and briefcases are authorized in both black and dark blue. Briefcases may also be brown in color. A reflective belt or tape may be added to backpacks and briefcases to facilitate safety during low light situations.

Standard handbags shall be leather or synthetic material, envelope style not more than 12 inches wide, 8 inches high, and 5 inches deep. They may also be white, as appropriate, and have a detachable shoulder strap so as to be used with or without the strap. Dress handbags shall be a small clutch type in black or white, as appropriate, preferably with a collapsible handle. They shall only be worn with Formal Dress Blue and Dinner Dress Jacket uniforms.

Only umbrellas with telescoping type shafts with straight handles and made of plain black or dark blue material are authorized.

10.C.3.i. Cosmetics/Fingernails (page 10-12) – Replace with the following text ...

Women's cosmetics shall be of conservative color and worn in good taste. Eccentricities in color and manner of wear shall not be worn while in uniform. Men and women shall keep their nails clean. Women may wear nail polish, but the color shall be conservative and neutral in color.

French nails are authorized and if worn shall present a clean natural look in allowable colors with a white tip only. The white tip shall be no wider than ¼-inch. Decorative nail art is not authorized while in uniform.

10.C.3.k. Suspenders (page 10-12) – Replace with the following text...

Suspenders (men only) may be worn under coats and jackets so as to prevent them from being exposed. They shall be plain white without design or ornamentation. Red suspenders are authorized for wear with Formal Dress Blue and Dinner Dress Jacket uniforms.

10.C.3.l. Additional Jewelry (page 10-12) – Replace with the following text...

The only additional jewelry authorized are rings, cuff links, shirt studs, tie clasps, and tie tacs. These items include the tie tacs earned at SAR school which may be worn on ties. A maximum of one ring may be worn on each hand. Engagement/wedding ring or class/wedding ring sets count as one ring. Thumb rings are not authorized.

10.C.3.n. Hair/Facial Hair (page 10-13) – Add the following text at the end of the paragraph...

For both men and women, unnatural colored hair is not authorized nor shaved decorative patterns or sections on the scalp.

10.C.3.s. Religious Jewelry (page 10-14) – Re-title and replace with the following text...

Religious Items

Religious items may be worn only during religious services and must otherwise be concealed. Items like jewelry bearing religious inscriptions or otherwise indicating religious affiliation or belief may be worn, subject to the generally applicable uniform regulations for jewelry that is not of a religious nature.

10.C.3.t. Personal Hydration Systems (page 10-14) – Add this new sub-section...

Personal Hydration Systems (PHS) are considered PPE and are governed by PPE guidance. A PHS is only authorized for wear with working uniforms and shall be black when used with the

Operational Dress Uniform (ODU). When worn with other work and utility uniforms, the PHS shall match the pattern. In cases where a match is not available, the color shall be black.

10.C.3.u. Cell Phone Usage (page 10-14) – Add this new sub-section...

Use of cell phones and any other hand held devices (e.g., talking, texting, reading) is not authorized while walking in uniform. If unavoidable, for safety and to ensure military protocol is observed, Auxiliarists should stop and step aside to conduct business before proceeding.

10.D.5. Shoulder Boards (page 10-20) – Replace with the following text...

Hard shoulder boards are worn on the Dinner Dress White Jacket, the Service Dress White coat, the reefer coat, and the bridge coat (with shoulder loops).

Enhanced shoulder boards are worn on all shirts having epaulets (e.g., light blue short and long sleeved shirts, except when worn under the wooly-pully or cardigan sweater), the wooly-pully sweater (except when worn over the Winter Dress Blue uniform), the cardigan sweater (except when worn over the Winter Dress Blue uniform), and the bridge coat (with epaulets). Shoulder loops are not authorized.

10.D.6. Cardigan Sweater (page 10-21) – Replace last sentence with the following text...

Enhanced shoulder boards shall be worn on the epaulets except when worn on the Winter Dress Blue uniform.

10.D.7. Wooly-Pully Sweater (Page 10-21) – Replace last sentence with the following text...

Enhanced shoulder boards shall be worn on the epaulets except when worn on the Winter Dress Blue uniform.

10.D.10.g. Bridge Coat (page 10-24) – Add the following text at the end of the paragraph...

Auxiliarists shall wear hard shoulder boards on versions that have shoulder loops and enhanced shoulder boards on versions that have epaulets.

10.F. Introduction – Replace with the following text...

This section describes various accessories that Auxiliarists are authorized to wear with their uniform.

The Coast Guard Uniform Regulations, COMDTINST M1020.6 (series) indicates that accessories which reflect achievement in terms of organizational office or proficiency fall into three categories: insignia, devices, and badges.

- a. Insignia: For active duty, reserve, and Auxiliary personnel, insignia denote a significant level of qualification or designation in specialized fields that meet an established standard of knowledge, training, and experience. For active duty and reserve personnel, the term may also be used when referring to rank accessories (e.g., collar and sleeve insignia). For Auxiliarists, the term may also be used when referring to organizational office accessories (e.g., collar insignia). Auxiliary insignia apply to the following:
 - Elected and appointed offices (current or highest attained).
 - Operational Auxiliarist (AUXOP) qualification.
 - Coxswain qualification.
 - Personal Watercraft Operator (PWO) qualification.
 - Pilot and Air Crew qualifications.
 - Marine Safety qualifications.
 - Boat Force Operations qualification.
 - Auxiliary Cutterman qualification.
 - RBS qualification.
 - Health Care Services qualification.
- b. Devices: For active duty and reserve personnel, devices denote either afloat or ashore command. The term may also be used when referring to rank accessories (e.g., collar and cap devices). For Auxiliarists, device denotes the accessory that reflects completion of a term of elected or appointed office (i.e., Past Officer Device). The term may also be used when referring to current or highest office accessories (e.g., collar and cap devices). Auxiliary devices apply to the following:
 - Past Officer.
- c. Badges: For active duty, reserve, and Auxiliary personnel, badges provide recognition of special assignment (e.g., national staff badge). Auxiliary badges apply to the following:
 - National staff.
 - Coast Guard Recruiting and Academy Admissions Partner Program.

10.F.4. Embroidery and Sew-on Options (page 10-34) – Replace the last sentence of the 4th paragraph with the following text...

Temporary/conditional sew-on qualification insignia may be worn only on the ODU blouse.

10.F.9.p. Auxiliary Health Care Services Insignia – Insert this new sub-section...

The Auxiliary Health Care Services insignia is meant to recognize support to Coast Guard health care facilities provided by Auxiliarists who are health care professionals trained, licensed, or certified in health care skills (see Figure 10-19). Auxiliary health care professionals are Physicians (MD, DO), Dentists (DDS, DMD), Physician Assistants (PA), and Nurse Practitioners (NP). The eligibility criteria for the device are:

- (1) The Auxiliary health care professional must be properly credentialed by the Coast Guard Office of Health Services (CG-112) in accordance with the provisions of Coast Guard Auxiliarist Support to Coast Guard Health Care Facilities, COMDTINST 6010.2 (series).
- (2) The Auxiliary health care professional must record in AUXDATA at least 40 hours/year of activity in direct support of Coast Guard health care facilities for at least two consecutive years.



Figure 10-19
Auxiliary Health Care Services Insignia

10.G.3. Service Dress Blue (Men, page 10-58) – Re-title as follows and replace all references to “Service Dress Blue” with “Service Dress Blue Bravo”...

Service Dress Blue Bravo

10.G.3.h. Insignia (page 10-58) – Replace with the following text...

Appropriate silver sleeve lace mounted by the Auxiliary shield is worn on the coat sleeves, and enhanced shoulder boards are worn on the shirt.

10.G.3.k. Service Dress Blue Alpha Option (page 10-59) – Insert this new sub-section...

The Service Dress Blue Alpha uniform may be prescribed by Coast Guard command authority or Auxiliary unit leadership for evening functions and for situations that require more formality than the Service Dress Blue Bravo uniform but less than the Full Dress or Dinner Dress uniforms. It is appropriate for solemn occasions such as funerals.

The Service Dress Blue Alpha uniform is the same as the Service Dress Blue uniform with one key difference. Service Dress Blue Alpha shall be worn with the dress white long sleeve shirt. The dress white shirt shall be of conventional design with a fused collar, one breast patch pocket on the left front, long sleeves with a one button cuff, and shall button down the front using six small, plain white buttons. No insignia or devices shall be worn on the shirt. Only the combination cap shall be worn with this uniform. All other items including accoutrements and accessories shall be the same as the Service Dress Blue Bravo uniform. Authorized service aiguillettes shall be worn.

10.H.4.g. Breast Insignia/Devices (page 10-80) – Replace the last sentence of the second paragraph with the following text...

Temporary/conditional sew-on qualification insignia may be worn on the ODU blouse. The wearing of temporary/conditional insignia is optional and cannot be mandated by Coast Guard commands. Auxiliarists who choose to wear temporary/conditional insignia must be cognizant of the discoloration or damage that may be sustained on the blouse if it is removed without replacement.

10.H.6. Auxiliary Chef (AUXCHEF) Uniform (page 10-85) – Re-title and replace with the following text...

Auxiliary Food Service Specialist (AUXFS) Uniform

The Coast Guard unit command or special event coordinator may specify a uniform for food service personnel. Absent such guidance, Auxiliarists who have successfully completed the AUXFS training program may wear the AUXFS uniform when performing food service support or augmentation activities.

H.6.a. Coat/Shirt

The white Chef's coat, long or short sleeve, shall be worn as the principal top garment. The long sleeve white Chef's coat shall specifically be worn for serving. If authorized by the unit command, the white Chef's shirt, long or short sleeve, may also be worn. In either case, a white T-shirt shall be worn as an undergarment.

The Chef's coat or shirt shall be white cotton or cotton/polyester blend with clear buttons, white buttons, or white knots. It shall be embroidered, in navy or black script, with the Auxiliarist's last name on the right front side in the same general place as where a name tag is conventionally located. "U.S. Coast Guard Auxiliary" shall be similarly embroidered on the left front side in the same general place as where a qualification insignia is conventionally located (due to title length, the word "Auxiliary" should be embroidered ¼ inch below and centered under "U.S. Coast Guard"). Name tags and name tapes are not authorized.

H.6.b. Trousers

Operational Dress Uniform (ODU) trousers shall be used as the standard operational wear. Black chef pants are authorized for special events.

H.6.c. Apron

White bakers bib style aprons shall be used to minimize staining.

H.6.d. Socks

Socks shall be black, made of knitted or rib knit, undecorated material.

H.6.e. Shoes

Well-blackened 8-inch or 10-inch safety boots shall be worn for everyday operational use. Black tennis shoes or Chef's clogs may also be worn. Shoes prescribed for dress uniforms are authorized for special events.

H.6.f. Hat

The Auxiliary ball cap shall be worn (disposable Chef's hat also authorized). The Coast Guard unit ball cap may be worn, if authorized.

H.6.g. Insignia/Logos

Auxiliary office or member insignia shall be worn on the ball cap only. Unit logos, patches, or collar trim are not authorized.

H.6.h. Special Command Aide

For certain circumstances, the Coast Guard unit command may authorize attire to be worn consistent with provisions in the Coast Guard Uniform Regulations, COMDTINST M1020.6 (series), for a Special Command Aide (e.g., khaki slacks, dark blue/navy polo style shirt).

10.I.3. Service Dress Blue (Women, page 10-90) – Re-title as follows and replace all references to “Service Dress Blue” with “Service Dress Blue Bravo”...

Service Dress Blue Bravo

10.I.3.h. Insignia (page 10-91) – Replace with the following text...

Appropriate silver sleeve lace mounted by the Auxiliary shield is worn on the coat sleeves, and enhanced shoulder boards are worn on the shirt.

10.I.3.i. Service Dress Blue Alpha Option (page 10-91) – Insert this new sub-section...

The Service Dress Blue Alpha uniform may be prescribed by Coast Guard command authority or Auxiliary unit leadership for evening functions and for situations that require more formality than the Service Dress Blue Bravo uniform but less than the Full Dress or Dinner Dress uniforms. It is appropriate for solemn occasions such as funerals.

The Service Dress Blue Alpha uniform is the same as the Service Dress Blue uniform with one key difference. Service Dress Blue Alpha shall be worn with the dress white long sleeve shirt. The dress white shirt shall be of conventional design with a fused collar, one breast patch pocket on the left front, long sleeves with a one button cuff, and shall button down the front using six small, plain white buttons. No insignia or devices shall be worn on the shirt. Only the combination cap shall be worn with this uniform. All other items including accoutrements and accessories shall be the same as the Service Dress Blue Bravo uniform. Authorized service aiguillettes shall be worn.

**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Chapter 11**

11.A.16.e. (1) Eligibility Criteria (AUXOY, page 11-16) – Replace the bottom paragraph with the following text...

Other related contributions, achievements, and awards should be included for consideration. If a region recognizes its own AUXOY for the calendar year, then it may submit the prescribed nomination package prescribed by the region for that individual.

11.A.16.e. (1)(b) Eligibility Criteria (AUXOY, page 11-16) – Delete this line item and re-letter subsequent line items accordingly...

11.A.20.b. Auxiliary Program Certificates (page 11-22) – Replace with the following text...

Program qualification (e.g., instructor, vessel examiner, Coastie[®] operator).

11.B.8. Coast Guard Recreational Boating Safety Award of Excellence (page 11-26) – Remove this entire section and renumber section 11.B.9. Award for Other Coast Guard Personnel (page 11-27) as 11.B.8.

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**Coast Guard Auxiliary Manual, COMDTINST M16790.1G – Change 1
Appendix J**

Page J-9 – Add: DMOA = Designated Medical Officer Advisor

Page J-13 – Add: HIPAA = Health Information Portability and Accountability Act

Page J-14 - Add: IDHS = Independent Duty Health Services Technician